

## **Section 3.3 OPTIONS MENU**

### **Security - Define User**

### **Overview and Selection**

Purpose	This section provides an overview of the functions available using the <b>Define User</b> window and the Selection procedures. This window allows a user to create, update and delete users from DCDS. It also provides the ability to add and remove roles assigned to a user and define the scope of functions. This window is also used by the Statewide Security Administrator (SSA) to establish User IDs for Department Security Administrators.
Window	Define User
Reminders	<ol style="list-style-type: none"> <li>1. The Define User window is accessed through the <u>O</u>ptions, <u>S</u>ecurity, <u>D</u>efine <u>U</u>sers items on the Menu bar.</li> <li>2. The Define User window consists of the following tabs: <ul style="list-style-type: none"> <li>■ Selection - Allows a user to add a new user, select an existing user to update or delete information, generate a new password or change a password. The Selection tab is the first tab displayed and consists of a Selection Criteria window and a Selection List window. Once the appropriate Selection Criteria is entered and the Select button clicked, the remaining tabs become available, and the data that matches the selection criteria is displayed in the Selection List window. A user may then highlight a user and click on the appropriate tab (User ID, Roles or Functions).</li> </ul> <p>To add a new user, click on the New button, this will display the User ID window. Only <b>active</b> State of Michigan employees or non-employees previously defined on the Non-Employee window may be added.</p> <p>A user may select by Department/Agency, Employee's Social Security Number or Name, User ID, Function ID or Role Name. Only one selection category can be used at a time. If selecting Function ID or Role Name, a department and agency must be entered.</p> <p><i>Continued</i></p> </li> </ol>

**Define User Window - Overview and Selection**

---

**Reminders  
(Continued)****■ Selection (Continued)**

A user may also copy roles and functions from one user to another from the Selection tab by clicking on the Copy To button. This function may be used for a new user ID. Once an employee is selected from the Selection List, click on the Copy To button, this will display the User ID window with the Roles and Functions tabs activated so the user can see what will be copied.

A temporary password may also be issued from the Selection tab. This function is performed by the Department or Statewide Security Administrator when a user forgets his/her password. The Generate Password button is activated once an employee is selected from the Selection List window. Once an employee logs on with the temporary password, the Change Password window is displayed for the user to change the password. Passwords are changed on a regular basis by a prompt to the user. However, if a user does not obtain access to DCDS within 5 attempts a new password must be obtained, the user should contact the MAIN Help Desk.

- User ID -** Allows a user the ability to create, copy, update or delete user information. For existing employees, the User ID information is pre-filled, for new users the window is blank.
- Roles -** Allows a user the ability to add or remove roles. Each user is assigned a role or multiple roles in DCDS. The role(s) specify which functions the user can perform such as timekeeper, certifier or releaser.
- Functions -** Allows the user the ability to define the scope of a function. The advantage for defining a scope of a function is that it restricts users' access to only the information needed to perform their jobs.

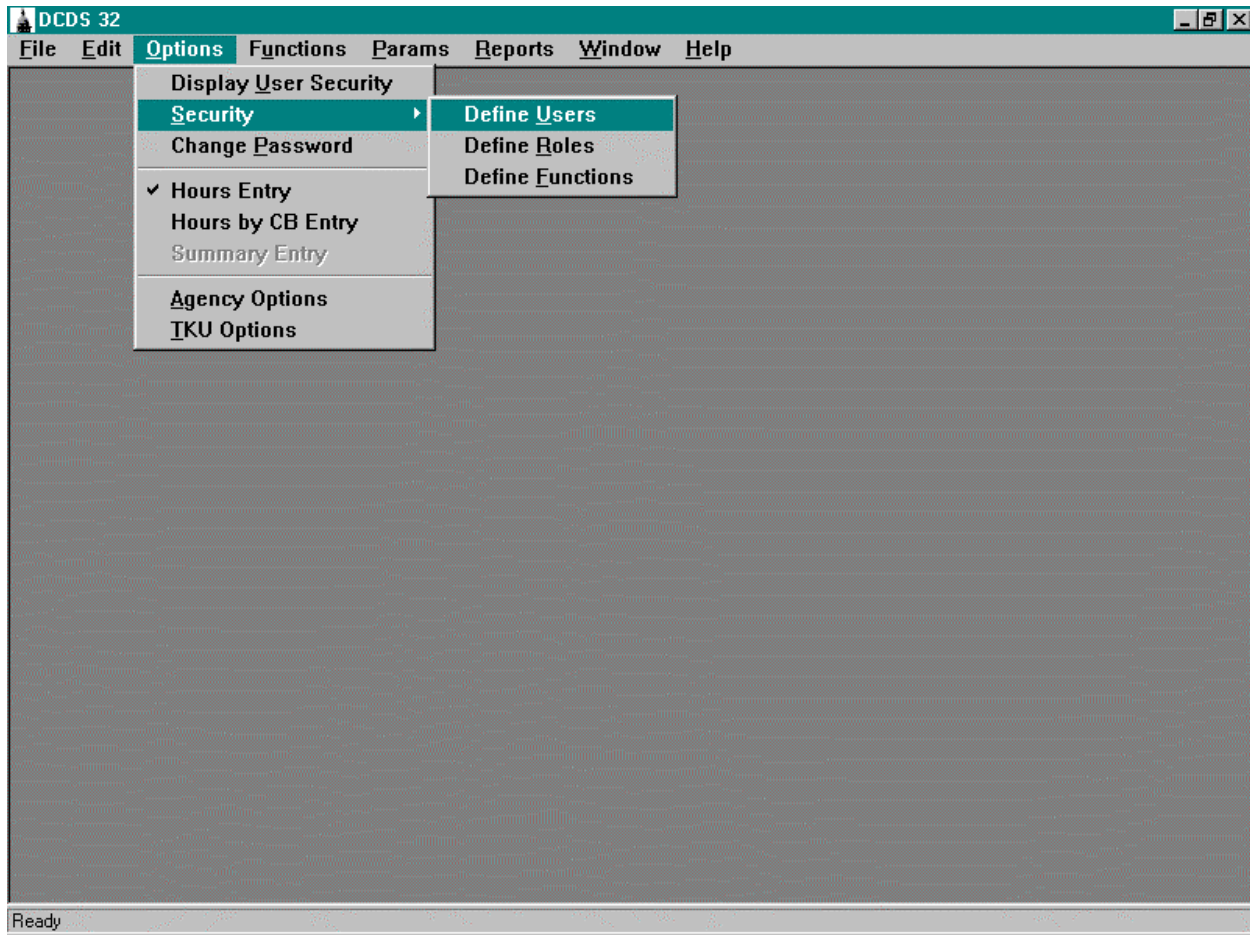
*Continued*

**Define User Window - Overview and Selection**

Reminders (Continued)	<ul style="list-style-type: none"><li>■ Display - Allows a user to view detailed security information regarding functions, roles etc.</li></ul> <p>3. When a user is leaving the department, the DSA should delete the functions to which that user has access. Then the DSA should put an end date on the User ID. This will allow the user to continue using the same User ID when the new department activates him/her. Once the employee is no longer in the old department, that DSA cannot change his/her security access.</p>
References	<i>No specific references.</i>

## Main Menu

To define a user, select the Options, Security, Define Users items from the Menu bar.



## Selection Tab

The following window is displayed when Options, Security, Define Users is selected from the Menu bar. The steps are described on the following page.

DCDS 32

File Edit Options Functions Params Reports Window Help

Define Users

Selection User ID Roles Functions Display

Selection Criteria

Department: 19 Agency: 01

SSN: 5 Name: 6

User Id: 7

Function Id: 8 OR Role Name: 9

Select 10

Selection List 11

Dept	Agy	TKU	Name	User Id	SSN	Start Dt	End Dt	Active
19	01	660	DRASCHIL, FREDDEE LANELL	T_DEPT19	190-10-2041	6/3/99	12/31/22	Y
19	01	000	GEAR, GARVIN	T_SEC75	590-10-4323	6/12/97	12/31/22	Y

Generate Password 13

<=> Refresh Roles Define Scope Copy To New 1 Delete Save 14 Close

Ready

## **DCDS Input Procedures Selection Tab (Selection Criteria)**


Follow the steps below to select the user(s), role or function to view and change if desired.

<b>Step</b>	<b>Field Name</b>	<b>Action</b>
<b>Add New DCDS User</b>		
1	New button	To add a new user to DCDS, click the New button (or press Alt + N). When the New button is selected, an empty User Definition window displays on the User ID tab. This window is used to enter the information required to create a new User ID. See <i>Section 3.3.1</i> for instructions to enter the information.
<b>Copy User Information</b>		
2	Copy To	Enter the required selection criteria. Highlight the user in the Selection List window for which information is being copied from. Click on the Copy To button (or press Alt + O) on the Selection tab. An empty User Definition window is displayed on the User ID tab to enter information for the new user. See <i>Section 3.3.1</i> for instructions to enter the information.
<b>Select an Existing DCDS User</b>		
3	Department*	Select the appropriate department number from the dropdown list or enter the department number. All users in the department will be displayed in the Selection List window.  <b>Note:</b> While a user can call up information by entering only the department number, the system works more efficiently if more selection data is entered. The more selection criteria entered, the faster the system works.
4	Agency	Select the appropriate agency number from the dropdown list or enter the agency number.

**DCDS Input Procedures  
Selection Tab (Selection Criteria)**

<b>Step</b>	<b>Field Name</b>	<b>Action</b>
5	SSN	If selecting a single user, enter the user's Social Security Number.  <b>Note:</b> When the SSN is entered, make sure other selection criteria fields have not been entered.
6	Name	If selecting a single user and the SSN is unknown, enter the last name or partial name of the user.
7	User ID	Enter the User ID or partial ID of the user, if known.
8	Function ID	If updating or deleting multiple users' access to a certain function, select the appropriate Function ID (based on the department and agency) from the dropdown list. All users within the selected criteria having access to the function will display in the Selection List window.
9	Role Name	If updating or deleting multiple users' access to a certain role, select the appropriate role (based on the department and agency) from the dropdown list. All users within the selected criteria having access to the role will display in the Selection List window.
10	Select button	Click on the Select button located at the top right hand corner of the window (or press Alt + L). A list of user names appear in the Selection List window based on the selection criteria.
11	Selection List window	Highlight the user from the selection list.

**DCDS Input Procedures  
Selection Tab (Selection Criteria)**

Step	Field Name	Action
12	Tab	Click on the appropriate tab based on the functions desired to be performed (User ID, Roles, Functions).
<b>Generate Temporary Password</b>		
13	Generate Password button	<p>To create a temporary password for a new or existing user, click on the Generate Password button located on the Selection tab. The system will generate a temporary password which displays in the Temporary Password pop-up window. Be sure to write down the password and click the OK button to remove the window.</p>  <p><b>Note:</b> The next time the user logs on DCDS with the temporary password, the Change Password window displays. This window requires the user to change the temporary password to a new password that is only known by the user. If a user does not access DCDS within 5 attempts, a new password must be obtained, contact the MAIN Help Desk. New passwords for Department Security Administrators may only be obtained from the DCDS Database Administrator, contact the MAIN Help Desk.</p>
14	Save button	Click on the Save button located at the bottom of the window (or press Alt + S) to save the user's new password. The Department Security Administrator then notifies the user of the temporary password.



**Selection Tab (Selection List)**

The following information is displayed:

<b>Field Name</b>	<b>Description</b>
Dept	The employee's department.
Agy	The employee's agency.
TKU	The employee's Timekeeping Unit (TKU) number.
User ID	The employee's user ID.
SSN	The employee's Social Security Number.
Start Dt	The employee's start date represents the date the employee is given access to DCDS.
End Dt	The employee's end date represents the end of access to DCDS.
Active	Displays <b>Y</b> if the employee is active and <b>N</b> , if not active.

## Change Password Window

The Change Password window allows a user to change his/her password. The window displays when a new user logs into DCDS for the first time using the temporary password assigned by the Department Security Administrator or when the password has expired. The window can also be displayed by selecting the Options, Change Password items from the Menu bar. A user may change their existing password before it expires. After 45 days this window will automatically appear, prompting the user to change their password after logging on DCDS. The steps are described on the following page.

The screenshot shows a window titled "HRS - Change Password". The window has a blue title bar and a teal background. It contains the following elements:

- User ID:** A text box containing "TR101" with a circled "1" next to it.
- Enter your current password:** A text box containing "\*\*\*\*\*" with a circled "2" next to it.
- Enter your new password:** A text box containing "\*\*\*\*\*" with a circled "3" next to it.
- Re-enter your new password:** A text box containing "\*\*\*\*\*" with a circled "4" next to it.
- OK:** A button with a circled "5" next to it.
- Cancel:** A button with a circled "6" next to it.

**DCDS Input Procedures**  
**Change Password**

Follow the steps below to change your password.

Step	Field Name	Action
1	User ID	Displays the User ID of the user logged in.
2	Enter Your Current Password*	Enter the user's current password. <b>Note:</b> Use the <Tab> key to move to the next field. <b>Do not hit the &lt;Enter&gt; key.</b> The <Enter> key takes you back to the Main Menu bar without changing the password.
3	Enter Your New Password*	Enter a new password. The password must begin with a letter (A-Z) and consist of a minimum of 6 characters and a maximum of 30 characters, with A - Z and 0 - 9 being the only valid characters.
4	Re-enter Your New Password*	Enter in the new password again. Be sure to type it exactly the same.
5	OK button	Click on the OK button (or press Alt + S) to save the new password. The new password takes effect immediately.
6	Cancel button	Click on the Cancel button, to cancel the window and <b>not</b> change the password.

*\*indicates a required field that must be entered*